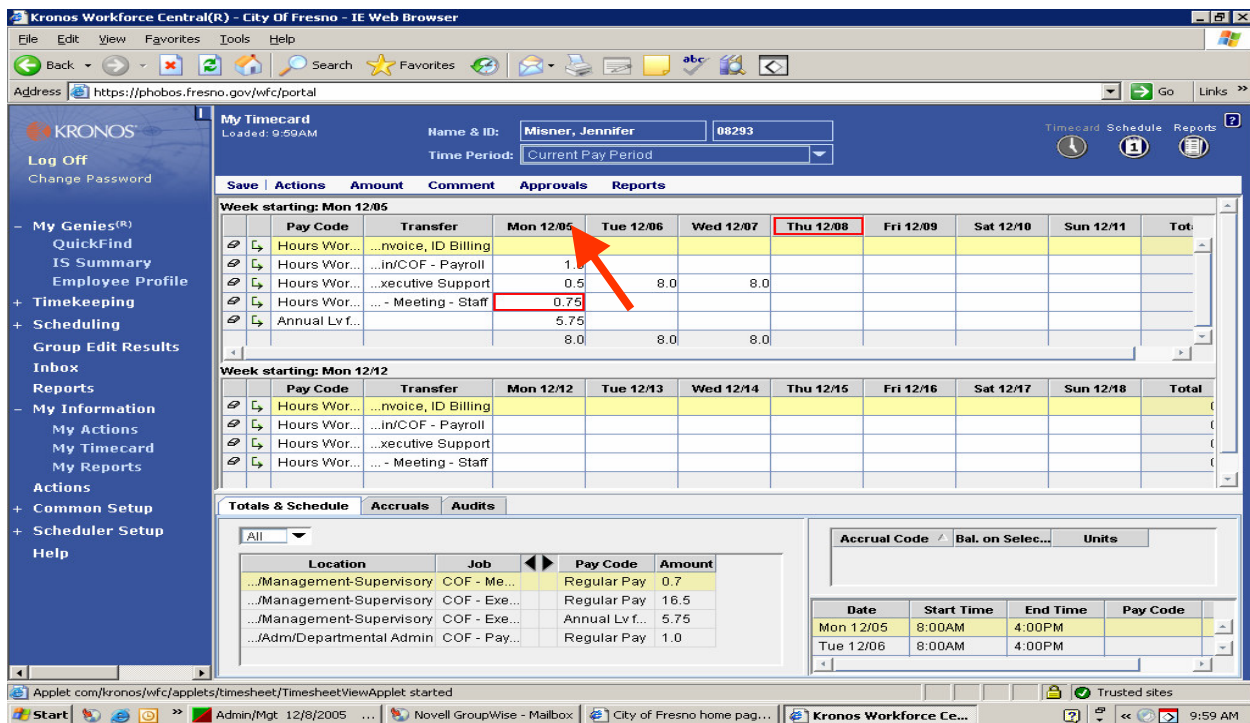


Instructions for Approving your Kronos Time

Once your time has been entered, you will need to approve it. Click on “**Approvals**” (arrow below).



Kronos Workforce Central(R) - City Of Fresno - IE Web Browser

Address: <https://phobos.fresno.gov/wfc/portal>

My Timecard
Loaded: 9:59AM
Name & ID: **Misner, Jennifer** 08293
Time Period: Current Pay Period

Timecard Schedule Reports

Save Actions Amount Comment Approvals Reports

Week starting: Mon 12/05

Pay Code	Transfer	Mon 12/05	Tue 12/06	Wed 12/07	Thu 12/08	Fri 12/09	Sat 12/10	Sun 12/11	Tot.
Hours Wor...	...nvoice, ID Billing	1.0							
Hours Wor...	...in/COF - Payroll	0.5	8.0	8.0					
Hours Wor...	...xecutive Support	0.75							
Hours Wor...	... - Meeting - Staff	5.75							
Annual Lv f...		8.0	8.0	8.0					

Week starting: Mon 12/12

Pay Code	Transfer	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Sun 12/18	Total
Hours Wor...	...nvoice, ID Billing								
Hours Wor...	...in/COF - Payroll								
Hours Wor...	...xecutive Support								
Hours Wor...	... - Meeting - Staff								

Totals & Schedule Accruals Audits

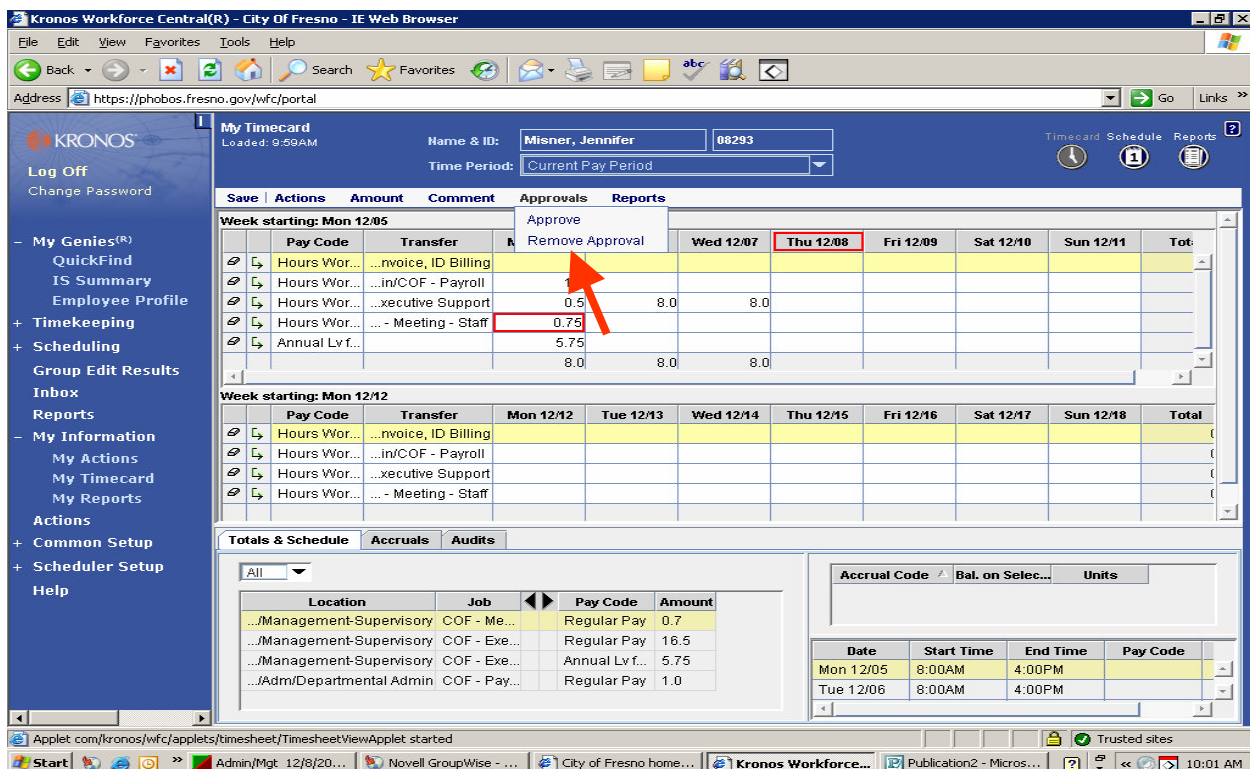
Location	Job	Pay Code	Amount
...Management-Supervisory	COF - Me...	Regular Pay	0.7
...Management-Supervisory	COF - Exe...	Regular Pay	16.5
...Management-Supervisory	COF - Exe...	Annual Lv f...	5.75
...Adm/Departmental Admin	COF - Pay...	Regular Pay	1.0

Accrual Code Bal. on Selec... Units

Date	Start Time	End Time	Pay Code
Mon 12/05	8:00AM	4:00PM	
Tue 12/06	8:00AM	4:00PM	

Then Click on “**Approve**”. (see arrow below) You’re done!

However, there are options. You can approve your time on a daily, weekly, pay period, previous pay period, specific time frames, etc. See the next page on how to select those options.



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My Timecard
Loaded: 9:59AM
Name & ID: **Misner, Jennifer** 08293
Time Period: Current Pay Period

Timecard Schedule Reports

Save Actions Amount Comment Approvals Reports

Week starting: Mon 12/05

Pay Code	Transfer	Mon 12/05	Tue 12/06	Wed 12/07	Thu 12/08	Fri 12/09	Sat 12/10	Sun 12/11	Tot.
Hours Wor...	...nvoice, ID Billing	1.0							
Hours Wor...	...in/COF - Payroll	0.5	8.0	8.0					
Hours Wor...	...xecutive Support	0.75							
Hours Wor...	... - Meeting - Staff	5.75							
Annual Lv f...		8.0	8.0	8.0					

Week starting: Mon 12/12

Pay Code	Transfer	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Sun 12/18	Total
Hours Wor...	...nvoice, ID Billing								
Hours Wor...	...in/COF - Payroll								
Hours Wor...	...xecutive Support								
Hours Wor...	... - Meeting - Staff								

Totals & Schedule Accruals Audits

Location	Job	Pay Code	Amount
...Management-Supervisory	COF - Me...	Regular Pay	0.7
...Management-Supervisory	COF - Exe...	Regular Pay	16.5
...Management-Supervisory	COF - Exe...	Annual Lv f...	5.75
...Adm/Departmental Admin	COF - Pay...	Regular Pay	1.0

Accrual Code Bal. on Selec... Units

Date	Start Time	End Time	Pay Code
Mon 12/05	8:00AM	4:00PM	
Tue 12/06	8:00AM	4:00PM	

Kronos Workforce Central(R) - City Of Fresno - IE Web Browser

Address: https://phobos.fresno.gov/wfc/portal

My Timecard
Loaded: 9:59AM
Name & ID: Misner, Jennifer 08293
Time Period: Current Pay Period

Save | Actions | Amount | Comment

Week starting: Mon 12/05

Pay Code	Transfer	Amount
Hours Wor...	...nvoice, ID Billing	0.7
Hours Wor...	...in/COF - Payroll	16.5
Hours Wor...	...xecutive Support	0.5
Hours Wor...	... - Meeting - Staff	0.75
Annual Lv f...		5.75
		8.0

Week starting: Mon 12/12

Pay Code	Transfer	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Sun 12/18	Total
Hours Wor...	...nvoice, ID Billing								
Hours Wor...	...in/COF - Payroll								
Hours Wor...	...xecutive Support								
Hours Wor...	... - Meeting - Staff								

Totals & Schedule | Accruals | Audits

Location	Job	Pay Code	Amount
...Management-Supervisory	COF - Me...	Regular Pay	0.7
...Management-Supervisory	COF - Exe...	Regular Pay	16.5
...Management-Supervisory	COF - Exe...	Annual Lv f...	5.75
...Adm/Departmental Admin	COF - Pay...	Regular Pay	1.0

Accrual Code | Bal. on Selec... | Units

Date	Start Time	End Time	Pay Code
Mon 12/05	8:00AM	4:00PM	
Tue 12/06	8:00AM	4:00PM	

As you can see there are a number of options when approving your time. You can choose any of these options first, then click on "Approvals" and "Approve".

What should you do if you've already approved your time and you need to alter it? You cannot change your time unless you "Remove Approval" (See arrow below). Alter your time and re-approve.

Kronos Workforce Central(R) - City Of Fresno - IE Web Browser

Address: https://phobos.fresno.gov/wfc/portal

My Timecard
Loaded: 9:59AM
Name & ID: Misner, Jennifer 08293
Time Period: Current Pay Period

Save | Actions | Amount | Comment | Approvals | Reports

Week starting: Mon 12/05

Pay Code	Transfer	Amount
Hours Wor...	...nvoice, ID Billing	0.7
Hours Wor...	...in/COF - Payroll	16.5
Hours Wor...	...xecutive Support	0.5
Hours Wor...	... - Meeting - Staff	0.75
Annual Lv f...		5.75
		8.0

Week starting: Mon 12/12

Pay Code	Transfer	Mon 12/12	Tue 12/13	Wed 12/14	Thu 12/15	Fri 12/16	Sat 12/17	Sun 12/18	Total
Hours Wor...	...nvoice, ID Billing								
Hours Wor...	...in/COF - Payroll								
Hours Wor...	...xecutive Support								
Hours Wor...	... - Meeting - Staff								

Totals & Schedule | Accruals | Audits

Location	Job	Pay Code	Amount
...Management-Supervisory	COF - Me...	Regular Pay	0.7
...Management-Supervisory	COF - Exe...	Regular Pay	16.5
...Management-Supervisory	COF - Exe...	Annual Lv f...	5.75
...Adm/Departmental Admin	COF - Pay...	Regular Pay	1.0

Accrual Code | Bal. on Selec... | Units

Date	Start Time	End Time	Pay Code
Mon 12/05	8:00AM	4:00PM	
Tue 12/06	8:00AM	4:00PM	

How can you tell if you've approved your time? Once you've approved, the "Sign-offs & Approvals" tab will appear. (See first picture below). Click on that tab and a dialogue box will show up indicating the date and time you've approved. (See second picture below).

Kronos Workforce Central(R) - City Of Fresno - IE Web Browser

Address: <https://phobos.fresno.gov/wfc/portal>

My Timecard
Loaded: 10:20AM
Name & ID: **Misner, Jennifer** 08293
Time Period: Previous Pay Period

Save | Actions | Amount | Comment | Approvals | Reports

Week starting: Mon 11/21

Pay Code	Transfer	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26	Sun 11/27	Total
Hours Wor...	Invoice, ID Billing								
Hours Wor...	in/COF - Payroll								
Hours Wor...	Executive Support	8.0	8.0	8.0					
Hours Wor...	Meeting - Staff								
Day after T...						8.0			
Thanksgiv...					8.0				
		8.0	8.0	8.0	8.0	8.0			

Week starting: Mon 11/28

Pay Code	Transfer	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/01	Fri 12/02	Sat 12/03	Sun 12/04	Total
Hours Wor...	Invoice, ID Billing								
Hours Wor...	in/COF - Payroll								
Hours Wor...	Executive Support	7.5	8.0	8.0	8.0	8.0			33.0

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals

Sign-offs & Approvals

Location	Job	Pay Code	Amount
Management-Supervisory	COF - Exe...	Holiday Sys...	16.0
Management-Supervisory	COF - Me...	Regular Pay	0.5
Management-Supervisory	COF - Exe...	Regular Pay	63.5

Accrual Code | Bal. on Selec... | Units

Date	Start Time	End Time	Pay Code
Mon 11/21	8:00AM	4:00PM	
Tue 11/22	8:00AM	4:00PM	
Wed 11/23	8:00AM	4:00PM	

Kronos Workforce Central(R) - City Of Fresno - IE Web Browser

Address: <https://phobos.fresno.gov/wfc/portal>

My Timecard
Loaded: 10:20AM
Name & ID: **Misner, Jennifer** 08293
Time Period: Previous Pay Period

Save | Actions | Amount | Comment | Approvals | Reports

Week starting: Mon 11/21

Pay Code	Transfer	Mon 11/21	Tue 11/22	Wed 11/23	Thu 11/24	Fri 11/25	Sat 11/26	Sun 11/27	Total
Hours Wor...	Invoice, ID Billing								
Hours Wor...	in/COF - Payroll								
Hours Wor...	Executive Support	8.0	8.0	8.0					
Hours Wor...	Meeting - Staff								
Day after T...						8.0			
Thanksgiv...					8.0				
		8.0	8.0	8.0	8.0	8.0			

Week starting: Mon 11/28

Pay Code	Transfer	Mon 11/28	Tue 11/29	Wed 11/30	Thu 12/01	Fri 12/02	Sat 12/03	Sun 12/04	Total
Hours Wor...	Invoice, ID Billing								
Hours Wor...	in/COF - Payroll								
Hours Wor...	Executive Support	7.5	8.0	8.0	8.0	8.0			33.0

Totals & Schedule | Accruals | Audits | Sign-offs & Approvals

Sign-offs & Approvals

Action Taken	Date	Time	Amount	User	Start Date	End Date	Comment
Approval by Employee	12/05/2005	8:58AM		jennim	11/21/2005	12/04/2005	